

**ST. MARY'S
JOB DESCRIPTION**

SOCIAL MEDIA COORDINATOR

Reports to: Director of Communications

Status: Hourly, non-exempt, part-time, 12 month position

Purpose: To maintain the School's social media and web presence.

Duties:

- Working closely with the Director of Communications and Director of Technology & Innovation, manage and regularly update social media, including Facebook, Twitter, Vimeo, Blogs and more.
- Manage and update school website and overall web presence.
- Write online content for social media and school website.
- Take photos and video of activities around campus for use on social media sites.
- Monitor and report on results and growth of page visits.
- Perform other duties assigned by Director of Communications, Director of Technology & Innovation and Head of School.
- Support the School and its leadership.

Minimum Requirements:

1. College experience in an accredited college or university in relevant field.
2. Website management experience
3. Knowledge of HTML.
4. Strong attention to detail with a keen eye for proof-reading.
5. Flexibility in working across multiple projects concurrently, with an ability to shift priorities.
6. Outstanding interpersonal skills with a strong customer service focus (internal and external).
7. Strong written and oral communication skills with an ability to communicate effectively with all stakeholders of the school.
8. Highly ethical team player.
9. High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm, as are interruption.
10. Strong computer skills with a proficiency in MS Office suite.
11. Experience in Photoshop, InDesign and video editing a plus.